

	Job Profile / Description	Document Identifier	SPS/HR/RF/22
		Effective Date	August 2024
		Review Date	August 2026



**SIM PACKAGING SOLUTIONS LIMITED**  
Plot 4454 Movit Road Zana. P.O Box 27413 Kampala - Uganda  
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<b>STAFF RECRUITMENT PROCESS-JOB DESCRIPTION</b>	Document Identifier	SPS/HR/RF/22
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<b>Location/Duty Station:</b> Sim Packaging Solutions- Plot 4454 Movit Road Zana. P.O. Box 27413	<b>Job Title: Graduate in Training- Quality</b>	<b>Job Grade:</b>
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<b>Department:</b> Quality Control	<b>Supervises:</b> N/A
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<b>Reports to:</b> Quality Assurance and Process Specialist	<b>Job Type:</b> a) Full Time b). Part time c) Intern
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**Job Summary:** Working closely with the quality Assurance Controller, the GIT-Quality primarily checks the quality of products and will ensure all the products are of good standard

- Key Stakeholders:**
- Safety, Health, and Environment.
  - Procurement Team.
  - Sales Team.
  - Production Team.
  - Inventory Team.
  - Engineering Team.

- Training Outputs/Activities per key performance area:**
- Read blueprints and specifications predetermined for quality
  - Monitor operations to ensure that they meet production standards
  - Recommend adjustments to the assembly or production process
  - Inspect, test, or measure materials or products being produced
  - Measure products with weighing scale, calipers, gauges, or micrometers



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- Accept or reject finished items
- Remove all products and materials that fail to meet specifications
- Discuss inspection results with those responsible for products.

**Key Performance Indicators**

1. Quality: Achieve 100% adherence to product standards
2. Speed: Mean time to detect quality defects
3. Cost: Maintain product weight to lower specification limits
4. People: Level of attendance
5. Safety: Number of identified and closed safety observations

**Risk Management**

- Identify the department's risks, their various mitigations and keep track of them.

**Compliance**

- Ensure regulatory compliance regarding product certification.
- Adherence to all SPS Policies and Procedures.

**Minimum Qualification Requirements:**

1. Fresh from the University
2. Bachelor Degree in industrial chemistry or related field
3. Training in Quality Management System
4. Should have knowledge on the basic problem-solving tools (5why, Ishikawa)
5. Awareness in occupational health & safety

Competencies Required:

**Behavioural**

- Must be of unquestionable integrity, Honesty, Trustworthiness and Professionalism

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<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills (both oral &amp; written)</li> <li>• Good analytical skills</li> </ul>
<p><b>Attributes include:</b></p> <ul style="list-style-type: none"> <li>• Good at trouble shooting.</li> <li>• Self-starter &amp; team working skills.</li> <li>• confidence and impartial in decision making.</li> <li>• Strong interpersonal skills.</li> <li>• Good time management and organizational skills.</li> </ul>
<p><b>Growth Potential:</b></p> <ul style="list-style-type: none"> <li>• Successful candidate will be set up for cross functional growth to Continuous improvement in charge, Quality Control analyst or Occupational Health, safety, and Environment Officer.</li> </ul>
<p><b>Physical Requirements and Environmental Conditions</b></p> <ul style="list-style-type: none"> <li>• Frequency of travel: Occasional travel is required for meetings; location may vary and may require overnight stays.</li> <li>• Light physical activities and efforts required working in an office environment.</li> </ul>
<p><b>Job Assessment</b></p> <ul style="list-style-type: none"> <li>• Interview</li> </ul>
<p><b>Safety</b></p> <p><b>Safety Measure Required:</b> Personal Protective Equipment to be worn at all times including a full-length protective Laboratory coat, capped shoes among others</p>